

 <div style="text-align: center;"> STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES </div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER DPDR 11.06.020	PAGE 1 of 3
		EFFECTIVE DATE April 2, 1996	
SUBJECT Equipment Safety		SUPERSEDES DPDR	DATED 12/15/1993
TITLE State Equipment Fleet	CHAPTER Safety and Environment	APPROVED BY	

I. Purpose and Scope:

Introduction:

The safe use and operation of state owned vehicles and equipment is fundamental to the safety and well being of state employees and the general public. The purpose of this procedure is to establish minimum requirements for the safe operation of state owned vehicles and equipment.

Responsibility/Performance:

SEF Headquarters: Ensure all users of equipment have access to this procedure.

SEF Managers: Ensure compliance to safe operating and maintenance procedures.

Operators: Ensure compliance to safe operating practices.

Reference:

Administrative Order No. 85 Requiring Mandatory Safety Belt Use.
 Manufacturers recommended safe operating practices.
 Applicable Federal, State, local laws and regulations.
 SEF Procedure DPDR 11.040.010.
 State of Alaska Commercial Driver License Manual.

II. Distribution:

All holders of the Procedure Manual; all SEF Procedure Manual holders, and Regional/District Managers.

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III. Procedure:

A. **Compliance With Law**

All vehicles and equipment are to be operated in a safe manner in accordance with manufacturers recommendations, established laws and regulations, and in accordance with generally accepted safe operating practices.

B. **Safety Belt Use Mandatory**

Safety Belt use is required for both operators and passengers in state owned or leased vehicles and equipment.

C. **Speed Limits**

Vehicles and equipment shall not be operated in excess of legal speed limits, recommended speeds established by the manufacturer, or speeds safe for existing road conditions.

D. **CDLs**

Operators covered by Commercial Driver License (CDL) regulations shall adhere to the driving safety requirements outlined in the State of Alaska Commercial Driver License Manual.

E. **Vehicle and Equipment Maintenance**

All state owned equipment shall be maintained in safe and reliable operating condition at all times.

1. Vehicles and equipment that are determined to be unsafe shall be "deadlined" in accordance with SEF Procedure DPDR 11.06.021.
2. All state owned vehicles and equipment shall be inspected at least annually to ensure capability of safe operation. This inspection can be accomplished through normal SEF Preventive Maintenance, by conducting a special inspection and documenting on an Equipment Condition Report, or by having a safety inspection performed by a private commercial repair facility. Non rental and dry rental units will be billed for any inspection performed by SEF on a billable work order.

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3. It is the responsibility of operators to report unsafe conditions to their supervisor.

F. Safety Equipment

Certain safety equipment, including fire extinguishers and first aid kits, is required in state owned or leased vehicles and will be provided by the Statewide Equipment Fleet (SEF). Other safety equipment is recommended, and is to be provided by the user. Non and Dry rental vehicle user agencies will be billed for acquisition and installation of any safety equipment.

1. Fire Extinguishers

SEF will be responsible for providing appropriate fire extinguishers with the original issue of a new piece of equipment. The user is responsible for maintenance if used, and replacement if lost.

- a. Exception: Alaska State Troopers shall provide their own fire extinguishers for Class 115 vehicles.

2. First Aid Kits

First aid kits are required in all state owned vehicles per State of Alaska Department of Transportation & Public Facilities Safety Manual p. 18, Sec. D; State of Alaska Occupational Safety and Health Standards Construction Codes p. 135, 05-150.b2R. SEF will be responsible for providing appropriate first aid kits with the original issue of a new piece of equipment. The user is responsible for maintenance if used, and replacement if lost (or stolen).

3. Recommended Safety Equipment Provided by Users

It is recommended that state vehicles be equipped with ice scrapers, snow brushes, local area map(s), and emergency flares. It is the user's responsibility to provide these items.